

**CORRECTED AND APPROVED BOARD MINUTES
7-14-2020**

**LIFESPRING
BOARD OF DIRECTORS
AGENDA: July 14, 2020**

A. Minutes: Approval of:

- a. Minutes of June 9, 2020
- b. Minutes of Annual Meeting, June 24, 2020

Format for the meeting will be changed. We will skip most of the Reports and focus on specific Old and New Business items.

B. President's Report and General Updates:

Any Updates

C. Board Reports: Questions and/or Actions on Board Reports (see NOTE*)

- a. Curriculum Committee re: Video recording Presentations

D. Old Business

Discussion

E. New Business

Other??

NEXT MEETING:

August 11, 2020 (by Zoom or in Person)

***Note:** Reports (All listed below will be handled only by special request –i.e., if there is a question about a particular report)

- a. **SEC Chair Report**
- b. **Treasurer's Report**
- c. **Report from Registrar**
- d. **Reports from Committee Coordinators**
 - Curriculum Committee
 - Events & Services Committee
 - Membership Committee
 - Program Support Committee
- e. **Reports from Ad Hoc Committee Coordinators**
 - Class Managers
 - AV
 - Publications
- f. **Report from Moving Forward Committee**

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PRESENT:

Susan Puretz, President
Natalee Rosenstein, Vice President
Maureen Bybee, Secretary
Peg Nau, Treasurer
Laura Phillips, Registrar
Colleen Greco, Events and Services Co- Coordinator
Susan Davis, Membership Coordinator
Susan Krompier, Program Support Coordinator
Norman Bowie, Member-at-Large
Maureen Huben, Member-at-large and Events and Services Co-Coordinator
Diane McDowell, Member-at-Large and Curriculum Co-Coordinator
Lee Gable, Class Managers Coordinator
Rich Davis, A/V Coordinator
Leslie Suprenant, Member-at-Large
Lucy Stagich, Member-at-Large

Meeting called to order at 9:32 a.m.

- A. **Minutes:** Approval of:
- a. Minutes of June 9, 2020
Motion to approve the minutes of June 9 by Susan K with second by Lucy.
No discussion.
Approved unanimously
 - b. Minutes of Annual Meeting, June 24, 2020
Motion to approve the minutes of the Annual Meeting of June 24, by Colleen, second by Maureen H. Discussion should we save recording of Annual Meeting? Susan Davis will explore space available on LS website with relevant personnel.
Motion approved unanimously.
 - c. **Motion** by Natalee pending available website space, the board approves storage of annual meeting recording as the Online Task Force sees fit.
Second by Colleen.
Approved unanimously.

Susan P. reminded the Board that the format for the meeting will be changed. We will skip most of the Reports and focus on specific Old and New Business items.

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B. President's Report and General Updates: Attached.

Susan P. noted the important and successful work of the Online Task Force in producing the Annual Meeting.

Susan P. expressed the hope that the Curriculum Committee will be discussing a suggestion by Susan G. of producing a "mini-catalogue."

Susan P. was reminded by the report of the Gifts Committee of the many ways that COVID 19 continues to impact us with delays in presenting thank-you gifts as the Town offices are still closed.

Susan P. called for any updates or changes to the submitted reports.

Laura P reported that we have 45 positive responses to the July 29 class invitation and that 31 have signed up for zoom tech teaching classes to date.

Susan D announced the passing of LS member Helene Katzen. Susan P. responded that this is not something she has done in the past but asked if this is something the Board would like to include in their meetings. As our Sunshine Lady, Marjory has sent a condolence card to Helene's daughter. Laura Phillips noted that husband of Sylvia Verrastro also passed.

A general discussion followed of whether to announce deaths of members to the membership as we learn of them or as part of a tribute at the Annual Meeting or at all. A suggestion was made to post passings in the Newsletter with the family's permission. A decision regarding a policy is to be made at the next Board Meeting.

C. Board Reports: Questions and/or Actions on Board Report

a. Curriculum Committee re: Video recording Presentations

i. MOTION by Diane, second by Susan K

Lifespring Zoom classes will be offered at the scheduled time and will not be recorded for additional viewings. The only exception will be the July 29 class which will be recorded and used only by the Task Force to fine-tune future Zoom classes. If a presenter wants to record a session on their own device for their private use without any further dissemination, they may do so.

Motion carried unanimously.

The Board recommends that all future presenters receive notification of this policy from the Curriculum Committee. It was also suggested that presenters must acknowledge and agree to comply with the policy.

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D. Old Business

E. New Business

Susan P. opened the meeting for discussion of any other concerns on the minds of Board Members.

Susan K asked that since her program manager responsibilities are reduced at this point, in what way can she be of additional service. Susan P. remarked "you are not alone" in this concern.

Norman suggested that the Moving Forward Committee will need to begin working strategically for coming challenges. Natalee concurs and echoes Norm's concerns that it is difficult to move forward without better information regarding the pandemic and the state of the nation. Natalee plans to call a meeting of the Moving Forward Committee in late August. She invited Susan K. to join the Committee.

Laura asked if the Board can recommend any members to assist with mentoring or tutoring regarding Zoom fall classes.

Lee as Class Manager Coordinator is wondering if she needs to recruit or train class managers for Zoom.

Laura spoke to the order of events for July 29 meeting. The question of who should introduce Marilou Abramshee on the 29th was referred to the Curriculum Committee.

There were additional questions regarding staff/volunteer needs for fall courses, What will happen to LS classroom roles and functions in Zoom e.g. Class Coordinator, Class Manager? What responsibilities belong to each committee as we go forward?

Natalee raised the question of how, when or if we should be admitting new members. Although she intends for the Moving Forward Committee to look at this issue in late August, Natalee would like the Board to also begin this discussion in August. Susan P. agreed that this is a significant concern.

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Additional ideas, questions, and concerns regarding the future were raised including the possibility that we will become a virtual learning experience for the foreseeable future.

MOTION to Adjourn by Maureen Bybee with a Second by Norm.
Motion unanimously approved.

NEXT MEETING:

August 11, 2020

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Reports for July 14, 2020 Board Meeting

VICE PRESIDENT:

Hi All,

Thought you all would be amused (?) by this. My Tuesday Zoom art class had to be CANCELLED because of technical problems with the sound after trying to fix it for a half hour. And this was at the Woodstock School of Art and cost money. They are offering a make-up class but it was really disappointing. So we should applaud our online task force for doing such a great job!

Regards,
Natalee

TREASURER:

The updated Budget Worksheet follows on page 13 of these minutes.

Peg Nau

REGISTRAR:

77 members registered for the annual meeting including panelists. I can't tell how many actually watched – I can only track log-ons to Zoom 59 (58 members plus Fred Costello). I suspect there were cases where partners ended up sharing a log on and watching together.

There was only one registered person who contacted me to say she tried to join the Zoom webinar but was unable to. She had used zoom before for Zoom meetings but was using an iPhone – I am not sure if that had anything to do with the problem. I told her we were sending out the recording and would be using the meeting format for the July class. Of the 12 registered who had never zoomed before, seven attended successfully, and one let me know beforehand that she had a conflicting appointment. I don't know the reason the other four did not attend.

I have Corrected and Approved a registration form for the July 29 class to be sent to all members in email on July 12. I will send a reminder on July 20 with registration closed by July 22 – to make sure our Zoom license will cover the number attending. Those that register will receive a zoom invitation within 24 hours. When I send the zoom invitations, I will also attach the .pdf files on how to participate in a live class that Maureen Bybee has created for iPad and computer. We will offer on-line “how to participate” classes the week before the class with a place to sign up on the registration form. Carolyn Siewers and Anne Miller have offered to help new zoomers. The night before the class a reminder and duplicate invitation will be sent.

I have tried to make the google registration form easier to use. I will only include a link to the form in email, since questions about the previous registration form seemed to be

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resolved when people bypassed the embedded form. There will also be an email link within the form to the Lifespring taskforce Gmail address, which can be initiated without submitting the form.

Laura Phillips

-

STANDING COMMITTEES

CURRICULUM:

Marilou Abramshe will offer a single session class on Zoom [on July 29 at 11:00 a.m.](#) on Lost Industries of Ulster County - Trolleys. Registration will be required for the class with a deadline of [July 22](#). Instructions on using Zoom will be sent out prior to the July class.

The four Zoom courses for Fall are:

Ecological Exploration with Leslie Suprenant

Opera as Politics with Chuck Mishaan

World Events through the Eyes of Photojournalism with Gary Miller

Dealing with Medical Care with Carolyn Siewers and Norm Bowie

These will be offered on the dates originally scheduled for the Fall in two time slots: 9:30 a.m. and 11:30 a.m.

Motion to be reviewed at the Board meeting:

Lifespring Zoom classes will be offered at the scheduled time and will not be recorded for additional viewings. The only exception will be the [July 29](#) class which will be recorded and used only by the Task Force to fine-tune future Zoom classes. If a presenter wants to record a session on their own device for their use, they may do so.

Mary Porter Hall
Diane McDowell
Co-coordinators

EVENTS and SERVICES:

Thank you—

1. To the Task Force (Maureen B., Anne M., Rich D., and Laura P.) for their MANY hours of planning, preparation, and coordinating in order to produce the successful 2020 Zoom Annual Meeting. Your expertise was invaluable!

2. to all of the officers and committee coordinators (Susan P., Natalee, Peggy, and Susan D.) who had to not only prepare a report, but write a speech in order to present it during the meeting. Your hours involved with writing your speech, working with Anne M. for advice on how best to present it to our audience, and four days of live rehearsal are

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MUCH appreciated! And Susan P. — you get triple appreciation for having to write not one but three speeches!

3. to Laura for your countless hours of finding a way “ to get it ” by coordinating all of the details involved in the aforementioned as well as creating the election ballot and working with Natalee to have a successful election in these challenging times. Secondly, for creating the invitation and registering our members to attend our first Lifespring zoom meeting.

4. to Susan P. for being the impetus for the Zoom Annual Meeting 2020.

Colleen and Maureen
Co-coordinators of the Zoom Annual Meeting 2020
(Here’s hoping we’ll be back to the WJC for 2021!)

MEMBERSHIP:

Membership Coordinator Report:

A quick “thank you” to everyone who made it possible for our Lifespring members to experience our Annual Meeting. The comments were very positive and appreciative. It will be important to continue to provide information, encouragement, instruction, positive reinforcement when possible, so that our members can fully participate in this new way of being a learning community. Perhaps after the July 29th class, we can do some outreach to members who did not participate to find out how we can encourage their participation.

Susan Davis

PROGRAM SUPPORT:

Nothing new to report!
Susan K

MEMBER AT LARGE:

“Nada to report “
Leslie

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AD HOC COMMITTEES**AV:**

Continuing the recent pattern, I have little to report as AV Coordinator - perhaps some work on the Annual Meeting video falls under that role. We decided to use the 14 minute 'Catskill Park' video to close the meeting, but found that links to YouTube or Vimeo gave inconsistent results, so Susan G. was able to get a DVD from the Catskill Mountainkeeper organization, who produced the original video. I purchased a tool from Wondershare which provided a way to transfer the DVD to an MP4 file so I could play it from my desktop, which does not have a DVD drive. The same tool came in handy after the webinar, when we wanted to edit the recording of the live webinar so it could be viewed as a historical record. We wanted to shorten the lead-in time spent on just 2 slides and replace the Catskill Park 14 minutes with the pristine file which had much better audio lip synch than what Zoom recorded. I used a video editor on my iMac called iMovie, but it produced an output file which was Mac-only and needed to be converted to MP4.

So, I mainly focused on the overall effort of the Online Task Force, where I was the provider of the screen sharing part of the production, which accompanied the featured speakers through much of the webinar, which lasted 1 hour and 8 minutes. The trickiest part of that work was following the active speakers' script for cues to bring up the appropriate PowerPoint slide during their presentations. The teamwork and practice sessions were keys to a highly successful effort.

Rich Davis
richdavis@earthlink.net

CLASS MANAGERS:

This is still easy...
No report for this month
Lee Gable

PUBLICATIONS COORDINATOR:**Lifespring newsletter, News & Views**

I am planning on a fall newsletter. Haven't begun yet, but will be starting soon.

Fall Catalog

No fall catalog, UNLESS we want to do some kind of mini catalog? It's something to think about. It might give more gravitas to the four courses that we're planning.

Flyers

A flyer has been created for the July 29th zoom class. Text from Susan D and a quick turnaround (as always) from Connie Cuttle. Final version approved by Susan D.

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Website

David Cartmell continues to keep the website updated with direction from Susan Davis. Anna Landewe upped our subscription with Mailchimp in order to get tech support (as approved) and then found that the tech support was pretty inadequate. They, Mailchimp, actually had no idea what had happened to delete our images or how to fix the problem. Anna asked for a refund, but instead was given a credit, which she is currently challenging. She will again put the images back manually and see what happens.

She has dropped the more expensive plan and reverted to what we had before, since the tech help they offered was not helpful. So no need for the extra budgeted money.



Susan Greenstein

MOVING FORWARD:

The Moving Forward Committee has not met and therefore there is no report.

Natalee

OTHER REPORTS

Online Taskforce report for Lifespring Board Meeting July 14, 2020

I cannot give enough thanks to task force members Maureen Bybee, Rich Davis, and Anne Miller who spent countless hours behind the scenes getting the June 24 Annual Meeting webinar ready. Then came the rehearsals with the panelists – including four with the full cast on zoom and many off line. Everyone chipped in – the panelists Colleen Greco, Susan Puretz, Natalee Rosenstein, Susan Davis and both Maureen’s – Maureen Bybee who handled the Q&A and Maureen Huben who observed hours of those rehearsals as an attendee and gave us helpful suggestions for improvement. Anne’s experience in making successful presentations (live or on zoom) was invaluable. Maureen Bybee made all the educational slides and helped keep me organized and focused. Rich Davis spent many hours during and after the meeting,

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editing the zoom recording, making for a more enjoyable experience for members to view the Catskill MT Park video at the end.

We have taken a deep breath but are looking forward. Maureen Bybee has already contacted and met with Marilou Abramshe twice to discuss the July 29 class. Marilou is new to presenting on zoom but is looking forward to trying it. We will give her as much support as she needs. As she and Maureen practice, it will become clearer what Marilou needs/wants. She does intend to take participant questions – the format to be determined.

Laura Phillips

GIFT COMMITTEE:

1. The check and letter to Anna Landewe should have been received by Anna by this time.
 2. The certificates to Marjory and Marilyn along with the gift card from Inquiring Mind to Marilyn, and notice of donation to the Saugerties Animal Shelter to Marjory were sent. A donation to the shelter was also sent.
 3. Two gift cards for the WJC staff and The Krauses Candy gift cards for the Town Clerk and Julie at the Tax Office will have to wait until the Town Hall is opened again.
 4. The Pizza Lunch for the Town Workers has to wait until the Town is opened again.
- Peg Nau

President's Report for July 14, 2020 Zoom Board Meeting:

Once again, to save time so that at this upcoming Zoom meeting we can have discussions about some important issues, I herewith submit my President's report as a written update to my activity since our June 9, 2020 Board Meeting.

While I have been busy with lots of Lifespring stuff, I feel like I have NOT been carrying the main ball –which is kind of disorienting!! The main action has happened with the Task Force, ably led by Laura. I thank her and her team (Maureen, Rich, Anne, Mary, and consultant Bill Tuel).

An update is as follows:

1. Re: the Annual meeting
 - a. As you know we had a wonderfully successful Zoom Annual Meeting on June 24th. Even though I have said this repeatedly, you have no idea of the amount of time put in by the members of the Ad Hoc Task Force on on-line learning. It is because of the 4 complete rehearsals plus the several private tutorials that each speaker had, plus the hours put in behind the scene to get it ready for the

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speakers that resulted in the amazing meeting –our first venture into on-line learning.

- b. Recognition of retiring Board members Marjory Greenberg Vaughn and Marilyn Wakefield was successfully accomplished at the Annual Meeting. Several tributes by you Board members (and sent to Natalee) were added to my speech honoring them. In addition, Peg made certificates for each one and has subsequently mailed them (plus their gifts) to both retirees.
- c. Thank you notes were sent to Fred Costello and a compilation of compliments that I received (either at the Lifespring gmail or my own personal email) was sent to the Board.
- d. A note was sent to Jay Unger and Molly Mason telling them how we showed the film and mentioned their names in my introduction to the film

2. Sent a letter to Marjory Greenberg Vaughn and Roberta Gavner informing them of the February 11, 2020 Lifespring Board of Director's motion, which was passed unanimously, giving the two of them Jumpstarter status and thereby conveying free membership for life in Lifespring.

3. The Task Force is now focused on preparation for the July 29th Zoom presentation and mailings will go out shortly asking members to sign up for the class and offering tutorials on using zoom.

4. I have spoken with Library Director Evelyn Rogers about the Lifespring donation of funds to pay for the purchase of sound equipment for the hearing impaired. Long story short, she has been extremely busy because of covid-18 and has not yet gotten to investigating things.

Susan Puretz

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LIFESPRING TREASURER'S REPORT												
2019-2020												
EXPENSES												
	June 2020											
Date	Amt	Received From	Hospitality Costs	Thank you Gifts/ Donations	Catalog design & print	Newspaper Fees & Domain	Website Fees & Domain	Audio Video	Office Supplies	Annual meeting / Events	Library Setup	Misc
Balance Fwd	17875.00	Balances FWD	\$(3,700.00)	\$(1,241.27)	\$(460.00)	\$(360.00)	\$(360.00)	-\$ (480.60)	\$(535.05)	\$(28.27)	\$ -	\$(217.43)
2/29/2020	\$ 0.43	Interest										
3/31/2020	\$ 0.47	Interest										
04/30/20	0.45	Interest										
05/31/20	0.42	Interest										
Monthly Income	\$1.77		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSE												
6/3/2020	\$69.98	Payee Laura Phillips					69.98					
6/11/2020	\$100.00	Anna Landewe		100.00								
6/11/2020	\$100.00	Tn of Saug Animal Shelt		100.00								
6/18/2020	\$50.00	Inquiring Mind		50.00								
6/30/2020	\$42.55	Laura Phillips					42.55					
Monthly Expense	\$ 362.53		\$ -	\$ 250.00	\$ -	\$ -	\$ 112.53	\$ -	\$ -	\$ -	\$ -	\$ -
Ending Balance	\$17,514.24		-\$3,700.00	-\$1,241.27	-\$460.00	-\$360.00	-\$112.53	-\$480.60	-\$535.05	-\$28.27	\$0.00	-\$217.43
BUDGETED EXPENSE 2019-2020			\$ 5,400.00	\$ 2,500.00	\$ 1,000.00	\$ 500.00	\$ 150.00	\$ 250.00	\$ 350.00	\$ 700.00	\$ 200.00	\$ 200.00
BUDGETED INCOME 2019-2020												
OVER/UNDER BUDGET			\$1,700.00	\$1,258.73	\$540.00	\$140.00	\$37.47	-\$230.60	-\$185.05	\$671.73	\$200.00	-\$17.43
Cash on hand June 30 2020	17514.24											
Budgeted expense remaining	\$5,364.85											
Estimated cash balance 7/31 2020	\$12,149.39											

INCOME

Program fees \$ 0.00

Hospitality Donations \$ 405.55

Interest \$ 3.20

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